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JOB DESCRIPTION

Senior Document Analyst (Indexing) GS-11

1. Under direct supervision of the Chief of the Indexing Section, the Senior Document Analyst is generally responsible for the thoroughness and accuracy of the analysis and indexing of intelligence reports from all sources performed by document analysts assigned to him.
2. Reviews indexing of each document processed into the Intellofax System; approves all title expansions and abstracts in accordance with rules set forth in the "Guide on How to Write Abstracts and Title Expansions;" advises on necessity of dictionary entries before editing by the Dictionary Editor.
3. Distributes daily work load of documents to analysts in his group as determined by the Section Chief in order to insure maximum utilization of manpower and to eliminate backlogs.
4. Keeps Chief of Section apprised of strengths, weaknesses, and overall performance of each analyst and participates in the selection of an outstanding indexer (GS-9 with analytical ability, good production record and attendance) to serve on the Library Composite Group or to assist in the review of junior analysts.
5. May be required to act as Section Chief in the absence of the latter.

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